

-Vacancy Announcement –

The Housing and Community Development Authority is accepting resumes for a Financial Operations Analyst vacancy in the Financial Operations Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Katie Dailey at kdailey@spd.IN.gov and Samantha Higdon at shigdon@ihcda.IN.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 585943 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

IHCDA**Job Expectations**

Title	Financial Operations Analyst	Non Exempt
Reports to	Director of Financial Operations	Date last revised: 08/13/2013
Supervises	N/A	
Summary	The Financial Operations Analyst contributes to fulfilling the IHCDA mission and vision by meeting IHCDA's strategic, operational, and program goals. This is done by regularly reviewing and processing claims submitted by sub grantees and professional service contractors and ensuring only allowable costs are reimbursed and that proper documentation is received to verify expenditures. Additionally, the Financial Operations Analyst oversees the entering of data into IHCDA's Data Management System as well as the quality and consistency of that data input and output.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	
Key outcomes expected	<ul style="list-style-type: none">• Ensure the timeliness and quality of data/information entered into the Data Management System for contracts, grant agreements, memorandums of understanding, amendments, etc.• Review and process claims submitted by sub grantees and professional service contractors to ensure timely reimbursement/payment of only eligible and appropriately documented expenses• Notify the Director of Financial Operations of opportunities for system enhancement, systemic/repetitive issues noted in the various software and systems utilized by IHCDA and the Financial Operations Department, trends in claim review issues, etc.• Coordinate and participate in projects for the enhancement and improvement of IHCDA's Data Management System• Facilitate consistent, accurate and complete reporting on the financial operating condition of IHCDA• As a member of IHCDA, provide excellent customer service to both internal and external customers• Adhere to all IHCDA and Financial Operations Department policies and procedures guides in daily activities• Other duties as assigned	

Critical skills, knowledge, and behaviors	<ul style="list-style-type: none"> • High detail orientation and accuracy • Quality Customer Service • Strong Problem Solving Skills • Ability to prioritize and organize tasks/time and meet deadlines under pressure • Ability to apply sound judgment, make informed decisions and support those decisions with evidence • Adaptable in the face of a changing work environment • Ability to work well as part of a team and as an individual • Comfortable working in varied computer programs and databases • Proficient in Microsoft Office products
Education, experience, degrees, licenses	<ul style="list-style-type: none"> • Minimum of a High School Diploma. Post-Secondary degree preferred • 2-3 years experience in data entry required • 1-2 years customer service experience preferred • 2-3 years experience in community development programs preferred
Work environment and physical demands	<ul style="list-style-type: none"> • Work is performed in an office environment • Must be able to work proficiently with computers and other office equipment